



M E M O R A N D U M

Date: April 22, 2008

To: CAMPUS HEALTH & SAFETY COMMITTEE

Lau Ackerman, Agricultural Teaching & Research Center
Anita Baker, Intercollegiate Athletics & Recreational Sports
Mike Bates, Facilities Management and Services
Kevin Brennan, CSUEU
David Buckley, Associated Students
Carol Ebel, CSUEU
Scott Dickerson, CSUEU
Lauri Evans, Disability Support Services
Chris Gardner, SETC
David Houchin, University Housing & Food Service
John James, APC
Eric Partika, University Police Department
Robert Stevens, Workers Compensation
Jody Strong, Associated Students
Matt Thomas, UPSAC
Luci Yanow, Women's Center – Associated Students
Lori Beth Way, CFA

Cc: Lorraine Hoffman, Vice-President for Business and Finance

From: Kenneth L. Sator, Director of Environmental Health and Safety

Subject: CAMPUS HEALTH & SAFETY COMMITTEE MEETING OF APRIL 22, 2008

Present: Lau Ackerman, Kevin Brennan, Carol Ebel, Chris Gardner, David Houchin, Kirby Pierson, Robert Stevens, Jody Strong, Matt Thomas, Linda Vidovich, and Lori Beth Way.

Absent: Anita Barker, Mike Bates, David Buckley, Scott Dickerson, Lauri Evans, John James, Eric Partika, Matt Thomas, and Luci Yanow

The Campus Health and Safety Committee meeting commenced at 2:00 p.m. in Room 209 at Kendall Hall.

Welcome and Introduction

Mr. Sator, Director of Environmental Health and Safety opened the meeting by welcoming the Committee members.

Approval of Minutes – January 17, 2008

Member Vidovich advised that her name was omitted from those in attendance. The minutes of January 17, 2008, were approved as corrected.

Discussion of the Role/Purpose of the Campus Health and Safety Committee – Lori Beth Way

The Campus Health and Safety Committee was established due to new language in the CSUEU bargaining units contract, effective January 2007, requiring a University-wide committee be established - Executive Memorandum 07-19 dated October 4, 2007. The purpose of the Campus Health and Safety Committee is to act as an advisory committee to the Cabinet on matters of health and safety, to increase health and safety awareness to the campus community, report annually to the President and Cabinet, and aid in the implementation of health and safety provisions contained in the collective bargaining agreements.

“There shall be a campus-wide health and safety committee on each campus. One Campus employee from each of the bargaining units shall be designated by CSUEU to represent the safety interests of employees in these bargaining units. The names of these individuals shall be provided in writing to the President. Such representation shall be by membership on the existing campus-wide safety committee. Such a representative may submit agenda items related to health and safety. Topics may include, but shall not be limited to, the use of video display terminals (VDTs), ergonomics and other appropriate safety matters. This provision shall not preclude other bargaining unit employees from serving on the campus-wide safety committee when appointed by means other than those provided in this provision.”

Discussion on Staff Safety Award – Kevin Brennan

Mr. Sator advised every year in January the Department of Environmental Health and Safety announces to the Campus community that nominations are being accepted for the Staff Safety Award. At the Annual Spring Awards Luncheon, the University issues a Staff Safety Award to a staff member who goes beyond their regular duties in promoting safety and making the work place safer. The recipient is presented with a plaque, certificate, and a monetary award. Recipients may also be eligible to compete for the State Governor’s Employee Safety Award.

Guidelines for the Staff Safety Award are:

1. Each nominee must have been a staff member during part of the previous school year. Nominations shall be for individuals only, not employee groups.
2. All nominations will be reviewed to ensure that the criteria are met and each nominee qualifies for recognition. Recognition should not be based on standard job performance.
3. Each nominee must have made an outstanding contribution to safety on the job during the previous school year. Such a contribution can be for a single act of safety or for a continuous contribution to a safe working environment and must be related to making the work place safer.
4. A staff member is not eligible for the safety award if he/she has a clear and specific primary responsibility for the department safety program as part of his/her normal job requirements.
5. A staff member is not eligible to receive a safety award two years in a row. A staff member cannot receive a safety award more than once based on the same acts of safety.

Beginning March 2009, the Staff Safety Award nominations will be brought to the Committee for review. The Committee will assist in selecting the recipient of the Award.

Discussion of Environmental Health and Safety Statistics Charts

Mr. Sator presented to the Committee statistic charts on hazardous materials, accidents (worker's comp); training; ergonomic evaluations; food vending permits; and respirator fit testing from 2004 to current.

The type of accident/injuries reported are injuries to knees, wrists, hip, neck, and back due to slipping, falling, or stepping on objects such as sprinklers, seed pods, debris; injured hands due to placing between elevator doors and closing of vehicle doors and tail gates; injured lower back due to carrying boxes, moving furniture, and lifting; pain in wrist or arm due to repetitive motion using a mouse or keyboard; insect bites and bee stings; injuries sustained due to altercations with a suspect; injuries sustained due to slipping and falling from roofs or ladders; minor puncture wounds or lacerations from debris, broken glass, needles, scissors, sharp objects, knife, exposed nails or screws, or slipping of a tool while being used; injured ankles or knees due to tripping or stepping on uneven surfaces; and injury to eyes due to debris.

Discussion on Asbestos Training – Learning Management System/Web Based System

Mr. Sator advised that the Asbestos Awareness training is now available on the LMS/Web Based Training System located on the Department of Environmental Health and Safety web site. To log-in, using your user name and password, go to Course Catalog, click on Environmental Health and Safety, View Catalog to enroll. The training is approximately 1-hour in length. The course is in accordance with California Labor Code and California Code of Regulations, Title 8. California State University, Chico has developed and implemented a comprehensive Asbestos Awareness Program to adhere to the requirements set-forth, and to make every effort to maintain a healthy and safe work environment for faculty, staff, students, visiting contractors, and visitors to our Campus.

Discussion on the Safety Shoe Program

Mr. Sator advised every year in April the Safety Shoe Mobile Units “Lehigh Safety Shoes” and “Northern California Gloves (The Boot Wagon)” are on-campus at the Chico Plant Operation Yard. The Department of Environmental Health and Safety notifies various departments who have employees that are eligible to receive safety shoes (FMS, Art, Academic Technology, Biological Sciences, Communication Design, Chemistry, College of English, Computer Science, EH&S, Farm, Instructional Media Center, College of Natural Science, Physics, Print Shop, Warehouse Operations, Theatre Arts, Telecommunications Services, UHFS, and User Services). This year, approximately 163 employees were eligible to receive safety shoes.

All safety shoes are to be steel toed and meet the requirements of Section 3385, Article 10, Division 1, Chapter 4, Subchapter 7, of the California Code of Regulations, Title 8, which states:

a) Appropriate foot protection shall be required for employees who are exposed to foot injuries from electrical hazards; hot, corrosive, poisonous substances; falling objects; crushing or penetrating actions; which may cause injuries or who are required to work in abnormally wet locations. Such as movers, employees who work around platforms and manholes, construction areas, and grounds people (HR website under Collective Bargaining Agreements / Current Bargaining / Unit 6 / Article 28 – Health and Safety.)

(b) Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.

(c) Protective footwear for employees purchased after January 12, 1995, shall meet the requirements and specifications in American National Standard for Personal Protection-Protective Footwear, Z41 1991.

New Vice-President for Business and Finance – Lorraine Hoffman

Mr. Sator advised that Lorraine Hoffman is the new Vice-President for Business and Finance and will be on Campus beginning Monday, April 21, 2008.

New Director of Facilities Management and Services - Joseph Han

Mr. Sator advised that Joseph Han is the new Director for Facilities Management and Services and will be on Campus beginning Monday, May 19, 2008.

Next Scheduled Meeting

The next scheduled meeting of the Campus Health and Safety Committee is Monday, August 18, 2008 at 2:00 p.m. in Kendall Hall, Rom 103.

There being no further business, the meeting adjourned at 3:00 p.m.